

Report of the Finance and General Purposes Committee to the Parish Council

The Committee met at 8.00 pm on Monday **1st September 2014** in Committee Room 1 at the Parish Hall in Great Baddow. Councillor Mrs C Shaw chaired the meeting.

Present: Councillors Mrs C Shaw, A Sosin, Mrs J Sosin, T Miller, Mrs D Ronaldson, K Ronaldson, Mrs V Sadowsky, Mrs S Young and G Jarvis

In Attendance: The Clerk of the Council

267/14 Apologies for Absence

There were no apologies for absence as all members of the committee were present.

268/14 Declaration of Interests

There were no declarations of Disclosable Pecuniary Interests, Other Pecuniary Interests or Registerable Non Pecuniary Interests.

269/14 Public Question Time

There were no members of the public present.

270/14 Minutes

The minutes of the meeting held on 7th July 2014 were signed as a true record. Proposed by Cllr A Sosin and seconded by Mrs D Ronaldson.

271/14 Clerk's Report

1. Banking Arrangements

Due to staff absence from the office, the arrangements to use the new paying-in facility have not yet been undertaken.

2. Bell Centre

The Clerk told the meeting that advice had been sought and a quote for the repair work had been agreed by the Council on 4th August 2014. Instructions had been given for the work to go ahead. However, the work has not yet been undertaken and the Clerk will ask for a timetable of when it is expected it will be done.

3. Caretaking

The advertisement for the additional caretaker/cleaner has not yet been placed, and this will be done as soon as possible.

272/14 Financial Transactions

1. The amended income for July 2014 and amended expenditure for August 2014 was not available as the bank statements had not been received.
2. The income for August 2014 was **£5105.58** (£4967.56 Net) and the total expenditure for September 2014 was **£35240.42** (£34333.90 Net). The figures were proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs J Sosin.

The following cheques were issued to cover expenditure of over £500.

Date	Number	PAYEE	Amount	VAT	TOTAL
1/9/2014	300177	Barham & Moore Ltd – Printing of the Great Baddow Times and Allotment Regulations	1562.00	-	1562.00

1/9/2014	300182	Essex and Suffolk Water – Water Rates	1058.90	-	1058.90
1/9/2014	300183	Great Baddow 10 Mile – Refund of monies for portaloos hire	720.00	120.00	600.00
1/9/2014	300184	LSH Client Prop Mgmt A/C LC – BC Lease	1073.75	-	1073.75
1/9/2014	300188	Rigby Taylor – Sports & allotment Supplies	1220.80	184.30	1016.50
1/9/2014	300190	Vine HR Ltd – HR Services	877.50	146.25	731.25

273/14 Financial Review

A comparison of the income and expenditure for August 2014 was circulated and noted. The committee highlighted the continuing downward trend regarding income from the sports courts. It was suggested that a full investigation into and discussion about sports court usage should be undertaken later in the financial year.

274/14 Banking – Nat West Accounts

The Clerk told the meeting that NatWest had sent a form to be signed requesting the interest received on the accounts to be paid gross. It was agreed to do this and Cllrs Mrs C Shaw and A Sosin signed the form.

275/14 Staff Review

Following a recommendation from the Organisation, Methods and Personnel committee, it was proposed by Cllr Mrs S Young and seconded by Cllr Mrs D Ronaldson that the Finance and General Purposes committee makes provision of up to £8000.00 for an independent staffing review. The money will be taken from reserves.

276/14 Luxfield

The Environmental group had made a request for monies to be paid to them for the work undertaken at Luxfield in a similar manner to that used by Chelmsford City Council. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs C Shaw that this should be agreed.

277/14 Website

Due to staff absence in the office, there has been no further progress on this matter.

278/14 Matters for Information

- Cllr Mrs D Ronaldson asked if Chelmsford City Council could be asked to cut the verge/bank on the Vineyards side of Maldon Road.
- Cllr Mrs J Sosin told the meeting that the Royal Mail is transferring its mail delivery operations from Victoria Road to Montrose Road on 8th September 2014. Cllr A Sosin also told the meeting that the Post Office in the Vineyards will be closing for modernisation at 5.30pm on Monday 22nd September 2014 and will re-open on Wednesday 1st October 2014 at 1.00 pm.
- Cllr Mrs J Sosin reminded those present about the surgery and pre-meet on Saturday 6th September 2014.
- Cllr Mrs J Sosin reported that the recent Photographic Exhibition had gone well and that there will be a meeting this week to discuss the legacy.
- Cllr Mrs V Sadowsky gave her apologies for the pre-meet on Saturday.

- Cllr A Sosin spoke about the meeting to discuss the Financial Regulations and it was agreed that it will be held on Friday 12th September 2014 at 10.00am.
- Cllr A Sosin reported that he has been to see Mr Madle and asked that the highways issues raised be placed on the agenda for the Highways and Amenities committee on 20th October 2014.
- Cllr A Sosin asked about the Bell Centre Working Group. The Clerk said that she has met with all four architects and three of them have submitted quotations for the feasibility study. This matter will be on the agenda for the full Council to consider on 8th September 2014 and so a Working Group meeting will not be required before then.
- Cllr Mrs C Shaw told the meeting that a resident had approached her querying the reason for the closure of the play area at Hylands Park for several weeks at the time of the V Festival. Cllr A Sosin said that he will raise this matter at the Cabinet meeting at the City Council.
- Cllr Mrs C Shaw asked if there is a report about the Playscheme to put on the website. The Clerk said she would ask the Playscheme Leader to provide some words.

There being no further business the meeting was closed at 8.58 pm.

Signed.....Chairman.....Date